CALIFORNIA OFFICE OF EMERGENCY SERVICES REGION IV

MULTI-CASUALTY PLAN

MANUAL 2

CONTROL FACILITY

DECEMBER 1997
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INTRODUCTION

CONTROL FACILITY

DEFINITION

The Control Facility (CF) is that agency responsible for the dispersal of patients during all Multi-Casualty Incidents (MCI).

The CF will collect a Status Report (MCM #408) from all receiving facilities and notify them when patients have been dispersed to them.

DESIGNATION

Each county, through their local designation process, will select the CF after reviewing applications and qualifications of applicants. One facility can function as a CF for adjoining small counties. The CF will have the equipment, staff, and training necessary as specified in this document.

References (See enclosures as listed below)

ENCLOSURE A - Model CF Designation Policy
ENCLOSURE B - Model CF Agreement
ENCLOSURE C - Model CF Application
ENCLOSURE D - Hospital Directory
SECTION 1
COMMAND & CONTROL

1.1 PERSONNEL

All personnel will attend training sessions to learn CF procedures. Periodic classes will be scheduled for updating procedures and review. The following primary position descriptions list minimum qualifications to hold the function and a list of duties to conduct.

* Control Facility Supervisor

Qualifications: R.N., M.I.C.N., M.D. or other qualified individuals with management experience. (See Position Description MCM-430)

Duties of the Control Facility Supervisor include:

- Directs the activities of the CF staff.
- Assigns staff as appropriate to ensure that functions of the CF are complete.
- Assists by handling additional Advanced Life Support (ALS) and Basic Life Support (BLS) traffic.
- Maintains records of all MCI(s).
- Acts as liaison with administration and other receiving facilities.
- Evaluates comments from receiving facilities.
- Attends and helps organize critiques.
- Schedules and runs drills/exercises with CF staff.
- Responsible for training Control Facility staff.
- Activate Regional Control Facility when appropriate.

* Patient Dispersal Officer

Qualifications: R.N., M.I.C.N. or M.D. (See Position Description MCM-431)

Duties of the Patient Dispersal Officer include:

- Assumes dispersal decisions for pre-hospital personnel.
- Communicates with Patient Transportation Group Supervisor (PTGS) or designee in the field.
- Determines patient destination and exchanges other relevant information with field personnel.
- Provides destination to other Advanced and Basic Life Support traffic during time of MCI.
* **Facility Status Officer**

**Qualifications:** Clerical personnel familiar with Emergency Department terminology. (See Position Description MCM-432)

Duties of the Facility Status Officer include:

- Communicates with receiving facilities to collect patient treatment capabilities.
- Verifies surgeon availability for own Operational Area during TRAUMA MCIs.
- Relays (Area Wide) Status Summary (MCM-408) to the Patient Dispersal Officer.
- Relays patient destination and other relevant information to receiving facilities.

* **Receiving Facility Officer**

**Qualifications:** Clerical personnel familiar with Emergency Department terminology. (See Position Description MCM-433)

Duties include:

- This position functions in the receiving facilities.
- Collects information for Status Report Worksheet (MCM-407) from Emergency Department supervising physician and supervising nurse.
- Communicates information to CF.
- Keeps receiving facility current on the potential number of patients the facility may receive.
- Updates receiving facility on incident operations.
SECTION 2
COMMUNICATIONS

2.1 PRIMARY NETWORKS

Two separate communication networks will be employed. These networks can be either telephone and/or radio. It is imperative the networks be dedicated to the MCI.

* Network Number 1:

Communication system used between field/pre-hospital personnel and Control Facility:

The Patient Dispersal Officer and Patient Transportation Group Supervisor or designee will maintain ongoing communications through routine method of pre-hospital notification (a dedicated system).

Examples:

- UHF Radio Frequencies
- VHF Radio Frequencies
- Cellular Telephone

* Network Number 2:

Communication system used between Control Facility and the receiving facilities:

The CF will maintain ongoing communications with all receiving facilities. The dedicated system utilized will be chosen according to each county's needs and capabilities. Both the CF and all receiving facilities must have the capability to send as well as receive information. Receiving facilities will install equipment compatible with the CF central system.

Examples:

- Conference Telephone
- Computer System
- Hospital Emergency Alert Radio (HEAR) System
- UHF Radio Frequency

2.2 BACK-UP NETWORKS
Every system in Network 1 and 2 should have a designated back-up system to replace or enhance an overloaded system. There are some systems available to all public sector agencies.

2.3 **HAM RADIOS**

These volunteers are used to enhance overloaded networks or as a back-up if primary systems fail.

**Duties of the amateur (ham) radio operator:**

- Amateur radio operators will stand by during large incidents.
- A standard method of notification must be pre-planned.
- The amateur radio operators will be utilized during MCI's if the incident inhibits the normal communication routes.
- Necessary antenna will be installed nearby the CF's central equipment.
- Receiving facilities will have antennas installed nearby communications equipment.

2.4 **REPAIR SERVICE**

- Numbers to reach repair service will be accessible to personnel.

- The following numbers will be posted near the equipment: (Be sure to include listing for evenings and weekends.)
  
  · **Radio Repair Service**  
    Name:  
    Phone No.:  
  
  · **Telephone Repair Service**  
    Name:  
    Phone No.:
SECTION 3
FORMS & EXAMPLES

All counties will adopt forms specific to county need and structured to maintain records of MCI(s). Examples of completed forms will follow this listing.

3.1 MCI RECORD FORMS

* Receiving Facility Status Report Worksheet - MCM 407

Completed by receiving facilities to tabulate capabilities.

Form to include:

- Date, time
- Number of teams available
- Composition of response teams

See completed sample on following pages and Section 7 for a blank form.

* Control Facility Status Summary - MCM 408

The Facility Status Officer tabulates the report from receiving facilities.

Forms to include:

- Date and time report initiated
- Location of MCI, type of MCI
- Triage count
- Time Status Report collected
- Identification of primary and secondary receiving facilities
- Number of teams available at receiving facilities
- Hospital Specialities (specialties to be used as guide for patient dispersal)
- Listing of responding surgeons (Immediate Trauma Patient only)
- Signature of Facility Status Officer

See completed sample following and Section 7 for a blank form.
Control Facility Patient Dispersal - MCM 409

Completed by the Patient Dispersal Officer used for field communications.

Scene Information Required:
- MCI Alert:
  Date
  Party giving alert
  Time of alert
  Location
  Classification of MCI (if known)
- Confirmation time
- Additional field information (after initial assessment):
  Patient Transportation Group Supervisor's name
  Classification of MCI (if known)
  Incident name
  Total Number of Patients (including Refusal of Care and DOAs)
  Triage count of patients by category and total number
  Number and type of transporting vehicles available at scene
  (both air and ground)

Dispersal Tracking:
- Remaining patients on scene by category
- Current dispersal of patients by category to facilities
- Information for receiving facilities

Other information
- Signature of Patient Dispersal Officer
See completed sample following and Section 7 for a blank form.

3.2 CRITIQUE FORM(s) & SAMPLE(s)

* MCI Critique - Control Facility - MCM 410

* MCI Critique - Receiving Facility - MCM 411
Information required on forms:
- Date and time of incident
- Communication problems
- Comments
- Name and address to mail completed form
- Patient follow-up information
- Field and hospital triage criteria
See completed sample following and Section 7 for a blank form.
**RECEIVING FACILITY**  
**STATUS REPORT WORKSHEET**

1. **PLACE INITIALS OR A CHECK MARK FOR EACH PERSON AVAILABLE FOR MEDICAL TREATMENT BEGINNING WITH "IMMEDIATE TEAM" COLUMNS. WORK LEFT TO RIGHT.**

2. **WHEN ALL POSITIONS FOR ANY TEAM ARE CHECKED, PLACE A CHECK MARK AT BOTTOM OF TEAM COLUMN BY "TOTAL PATIENT NUMBER."**

3. **TRANSFER CHECK MARKS TO "DELAYED TEAM" COLUMNS FROM INCOMPLETE OR UNNEEDED, "IMMEDIATE TEAMS." TRANSFER CHECK MARKS TO "MINOR TEAM" COLUMNS FROM INCOMPLETE OR UNNEEDED, "DELAYED TEAMS."**

4. **SURGEONS NAMES MUST BE PROVIDED (for MCI Trauma). SURGEONS MUST BE IMMEDIATELY AVAILABLE TO REPORT TO THE RECEIVING FACILITY.**

### IMMEDIATE PATIENT TEAMS

<table>
<thead>
<tr>
<th>TEAM #</th>
<th>ED PHYSICIAN</th>
<th>ED PHYSICIAN</th>
<th>ED PHYSICIAN</th>
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<tr>
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<td><em>SURGEON</em></td>
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<td>MICRN/RN</td>
<td>MICRN/RN</td>
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<tr>
<td>1</td>
<td>1 Ed Bed</td>
<td>2</td>
<td>3</td>
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### DELAYED PATIENT TEAMS

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<td>OR SURGEON</td>
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<tr>
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### MINOR PATIENT TEAMS

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</tr>
<tr>
<td>5</td>
<td>10</td>
<td>15</td>
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</tbody>
</table>

*NOT APPLICABLE IF CASUALTIES ARE MEDICAL PATIENTS, E.G., EXPOSED TO HAZARDOUS MATERIALS.*

MCM 407 (1/98)
CONTROL FACILITY
OUTPATIENT STATUS SUMMARY

DATE: 1-1-98
LOCATION: Pine & Elm Streets

CLASS:
 trauma   medical   hazmat

PATIENTS:
 immediate delayed minor

RECEIVING FACILITY ALERT TIME 0605

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<thead>
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<th>TIME</th>
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<td>2</td>
<td></td>
</tr>
<tr>
<td>Valley</td>
<td></td>
<td>1</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Brown</td>
<td></td>
<td></td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Green</td>
<td></td>
<td></td>
<td></td>
<td>2</td>
</tr>
</tbody>
</table>

Santa Paula
Control 0615 2 2 8 10

Please Ask Facilities To Fax Evaluations Including Names Of Patients.

Completed By Facility Status Officer: O'Hara

P - Primary Facility (within 30 minutes by ground transport)
S - Secondary Facility (greater than 30 minutes by ground transport)

DISPATCH CLEARED: (TIME)
**CONTROL FACILITY**

**PATIENT DISPERSAL**

SanTheresa CONTROL

- **DATE:** 1-1-98
- **MCI ALERT:** Fire Dispatch
- **TIME:** 0604
- **LOCATION:** Pine & Elm Streets
- **CONFIRM TIME:** 0607
- **PATIENT TRANSPORTATION GROUP SUPERVISOR:** Block
- **CLASS:**
  - **TRAUMA**
  - **MEDICAL**
  - **HAZMAT**
- **#PT.**
  - **INCIDENT NAME:** Pine Transport
- **IMMEDIATE**
  - B
- **DELAYED**
  - A
- **MINOR**
  - 2
- **REFUSED**
  - 0
- **DECEASED**
  - 0
- **TRANSPORT:**
  - GROUND
  - AIR
- **# of PT.**
  - 2
  - 2

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<thead>
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<th>NO. OF PT.</th>
<th>INJURY</th>
<th>DESTINATION</th>
<th>MODE/UNIT</th>
<th>DEPART TIME</th>
<th>ETA</th>
<th>TIME NOTIFIED</th>
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<td>D</td>
<td>Head</td>
<td>Hope</td>
<td>A</td>
<td>0612</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>M</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>D</td>
<td>UNK</td>
<td>Valley</td>
<td>A</td>
<td>0614</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>M</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>D</td>
<td>UNK</td>
<td>Memorial</td>
<td>A</td>
<td>0635</td>
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</tr>
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<td>M</td>
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<td></td>
<td></td>
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<tr>
<td>1</td>
<td>D</td>
<td>Delay</td>
<td>Brown</td>
<td>A</td>
<td>0625</td>
<td>20</td>
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</tr>
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<td>M</td>
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</tr>
</tbody>
</table>

I = Immediate  D = Delayed  M = Minor  G = Ground  A = Air

**COMPLETED BY PATIENT DISPERSAL OFFICER:** Peters

**Tape #:**

**TIME SCENE CLEARED:**

MCM 409 (2/98)  Page 1 of 1
SECTION 4

ACTIVATION

4.1 MULTIPLE CASUALTY INCIDENT (MCI) ALERT

A MCI alert to the Control Facility (CF) should occur as soon as there is information that an MCI may exist. If this occurs at the time of dispatch or while responding to the incident, the CF will be contacted and advised of an "MCI Alert". Information concerning the location, approximate number of victims (if known), and a description of the incident should be given. The CF can be contacted by the dispatch center or pre-hospital responders.

* Dispatch
  Dispatch personnel can determine that the situation requires activation based upon:
  - Request for multiple numbers of field personnel
  - Mechanism of incident

  Dispatchers play an important role by identifying MCIs and the need to activate “MCI Status” due to numerous small incidents.

* Field/Pre-hospital Responders
  Pre-hospital personnel can determine that the situation requires activation:
  - Number of victims
  - Mechanism of incident

  Example of MCI Alert:

  "(INSERT COUNTY NAME) Control this is Medic 21 enroute to a possible MCI Trauma at Pine and Elm Streets. We have an ETA of 4 minutes."

* Control Facility
  The Control Facility can determine the county status requires activation
  - Multiple hospitals on diversion - this within the home operational area (county) only.
  - Operational area (county) will operate on MCI Status

  The CF will notify local authorities per county protocol
  - Emergency Medical Services
  - Health Officer
  - Office of Emergency Services
* **Receiving Facilities**
Receiving multiple patients from several incidents to small to be considered MCIs

* **Local Government**
Local government agencies may have information requiring activation
- Emergency Medical Services Agency
- Health Officer/Department
- Office of Emergency Services
- Police/Sheriff Department
- Fire Department
- Area HAZMAT Team
- Area Rescue Teams

4.2 **CONTROL FACILITY (CF) RESPONSE**

The following actions are taken by CF personnel following a notice of an MCI Alert:

**Assignment of Personnel at the CF:**
- Assign Patient Dispersal Officer - One (1) M.I.C.N./R.N.
- Assign Facility Status Officer - One (1) clerical staff
- Personnel will be known as (INSERT COUNTY NAME) Control

Personnel assigned to MCI roles are not included in staffing when calculating Emergency Department response teams.

**Use of the Operational Area/Regional Map:**
- Have regional map and county maps available for Patient Dispersal Officer.
- A template calculated for thirty (30) minutes ground time will allow plotting primary and secondary receiving facilities.
- Using the template on the map:
  - Locate the scene
  - Identify the primary and secondary receiving facilities
- Maps will have medical specialties pre-marked.
- Document location of receiving facilities on CF Status Summary.

4.3 **RECEIVING FACILITY ALERT**
The Control Facility will alert the receiving facilities of the potential for an MCI.

- Initial receiving facility alert is done by the Facility Status Officer
- The alert is done on a designated system with initial information
  - Roll call to document reception by all agencies
  - Information concerning incident
  - Notice to compile a status report for collection in five minutes
The purpose of the five minute interval until the collection of the status report

- Allows receiving facilities to organize realistic response teams
- Allows receiving facilities to activate Emergency Plan (when necessary)

4.4 RECEIVING FACILITIES

Personnel assignment at receiving facilities

- Receiving Facility Operator (RFO) - One (1) clerical staff

4.5 CONFIRMATION OR CANCELLATION

*** THE NOTICE OF CONFIRMATION SHOULD OCCUR UPON ARRIVAL AT SCENE.

* Pre-Hospital Responders

- Field personnel will contact CF by radio or telephone.
- Once verified, the first arriving medic will immediately confirm or cancel the alert. It is unnecessary to give patient count or triage numbers at this time.

Example of Confirmation:

"(INSERT COUNTY NAME) Control this is Medic 21, we are confirming the MCI Trauma at Pine and Elm Streets. We shall notify you with numbers as soon as possible. Pine Transportation will re-contact you."
SECTION 5
OPERATIONS

5.1 CF/FIELD COMMUNICATIONS (Pre-dispersal)

To disperse patients, the Patient Dispersal Officer needs to establish communications with field on a dedicated system and remain open during entire incident. The information required is:

- Scene Information:
  Location of incident
  Type of incident - Trauma, Medical, HAZMAT

- Patient Information:
  Number of patients
  Triage categories and numbers
  Adults versus Pediatrics
  Brief description of immediates when known (head, chest)

- Transportation Information:
  Number of transport vehicles and type (air or ground)
  Patient capacity of each vehicle

- Receiving Facility information tabulated on Status Summary:
  Emergency Department capability (number of available teams)
  Identify primary receiving facilities (<30 minutes by ground)
  Identify secondary receiving facilities (>30 minutes)
  Identify receiving facilities with heliports

Examples of follow-up notification:

"(INSERT COUNTY NAME) Control This is Pine Transportation. We have 10 patients. Three are immediates, five delayed, and two minors. One immediate is a head injury, the other two immediate injuries are unknown at this time. Two delayed are Peds"

NOTE: CF(s) and receiving facilities must all be aware of circumstances. Any change in the situation requires that all be notified of the change(s).

5.2 CF/RECEIVING FACILITY COMMUNICATIONS (Pre-dispersal)

- Establish continuing communications with receiving facilities on established system (five minutes after receiving facility alert). This is not done until confirmation of the incident.

- Communications to remain open during entire incident.

- Information relayed by the CF will include:
Date and time (recording purposes)
  Roll call
  Information concerning incident if available
- Facility Status Officer will then collect Receiving Facility Status Report.
- The Emergency Operations Center (EOC), Office of Emergency Services (OES) and/or Emergency Medical Services (EMS) will be included in the communications system between the CF and the receiving facilities.
- Collection of information documented on Status Summary will be given to the Patient Dispersal Officer.
- Receiving facilities will be notified of impending patients by the Facility Status Officer.
- The Facility Status Officer will impart following information:
  - Triage category and number of patients
  - Transporting unit
  - ETA
  - Broad category of injury (if available)
- Once receiving facilities are notified of impending patients, receiving facility will change status immediately. Do not wait until patient arrives.
- Facility Status Officer will update the Status Summary as needed.
- Advance notice will be given to receiving facilities prior to collecting updates (three to five minutes).
- During small limited MCI(s), hospitals not receiving patients may disconnect from system.
- It is not usually necessary to activate Emergency Preparedness Plan on small incidents.

5.3 **CF/FIELD** (Dispersal)

- The Patient Dispersal Officer will direct patient dispersal through the Patient Transportation Group Supervisor or designee.
- The Patient Dispersal Officer will direct patient dispersal by coordinating the following information:
  - Patient acuity (Immediate, Delayed, Minor)
  - Receiving Facilities’ Capability
  - Number and mode of transportation (ground, air)
  - The Patient Dispersal Officer will decide the number of patients in vehicles (confer with Patient Transportation Group Supervisor)

**NOTE:** Unless it is the only option, two immediate patients should not be transported in the same ambulance. Instead, an immediate may be transported with a delayed patient to better assure that pre-hospital staff can adequately care for patients during transport.
Examples of Dispersement:

"Send one (1) immediate head and one (1) delayed patient to Hope Hospital by ground unit."

"Send one (1) immediate, unknown injuries, and one (1) delayed by ground to Valley Hospital."

- The Patient Transportation Group Supervisor or designee will then relay to the Patient Dispersal Officer:
  
  Transporting Unit  
  Estimated Time of Arrival (ETA)  
  Broad category of injury for immediate patients only, if available  
  (Head, Rigid Abdomen, Fractured Femur, etc.)

Example of Communications:

"Unit (1) will depart at 0800 to Hope Hospital with an immediate head and delayed patient; ETA 10 minutes."

"Unit (2) will depart at 0800 to Valley Hospital with an immediate patient, unknown injuries, and a delayed patient, ETA 20 minutes."

Patient Dispersal Guidelines

- Patients will be dispersed individually or in groups.
- The controlling factors will be Emergency Department capability and transporting capability.

All patients will receive the highest Standard of Care possible regardless of the size of the incident.

Expected goals are:
- Immediate patients to Immediate Teams within thirty (30) minutes.
- Delayed patients to receiving facilities within one (1) hour, two (2) hours maximum.
- Minor patients treated as appropriate.

Should the patient triage status be upgraded or downgraded during transport, notify the Control Facility.
- The CF may direct you to continue to the same facility
- The CF may re-direct you to a facility with Immediate Patient capabilities
- The CF may need to re-direct you elsewhere to free that Immediate Team for patients remaining in the field.

5.4 **EXTRAORDINARY CIRCUMSTANCES - CF/CF**

Should the potential exist for activating more than one adjoining county, contact the Regional Control Facility (RCF). Do not wait until resources are depleted. (See Section 6)

On occasion it will be necessary to notify an adjoining area.
- Reason for notification include:
  - Inability to disperse all patients
  - Location of the incident
- Notification will be done by the Facility Status Officer.
- Information imparted:
  - Summary of the incident
  - Number and classification of treatment teams required
- Initial contact is notification only. Allow adjoining CF time to notify their receiving facilities and collect status reports.

- **DISCONNECT!!** It is not necessary to remain on line with adjoining CF at this time.

- Re-contact in six to eight minutes. If using conference telephone call, add adjoining CF to conference call.
  - Collect total of each triage category only
  - It is not necessary to verify surgeons
- **When dispersing into another Operational Area, the receiving Operational Area makes the dispersal decision.**
- Explain to adjoining CF what you need.

**Examples of communications between CF(s):**

- Impacted Operational Area - "Where can we send an immediate pediatric head injury by air?"
- Receiving Operational Area - "You can send that immediate head injury to Memorial Hospital."
- Facility Status Officer will notify adjoining CF of impending patients.
Information to include:
- Triage category and number of patients
- Transporting unit
- ETA
- Broad category of injury if available

- Each area CF will keep their receiving facilities informed of the situation.

* Rural Areas

Rural areas may find it impractical and not cost efficient to install conference telephone capabilities. Rural counties can tie in the conference capability of a larger adjoining county.

<table>
<thead>
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<th>Impacted County</th>
<th>Tie in County</th>
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<td>Sacramento County</td>
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<td>(Marshall Hospital)</td>
<td>Reno (REMSA) Dispatch</td>
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<tr>
<td>(Barton Hospital)</td>
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</tr>
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<td>Nevada County</td>
<td>Reno (REMSA) Dispatch</td>
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<tr>
<td>(Tahoe Forest Hospital)</td>
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<tr>
<td>Tuolumne County</td>
<td>Stanislaus County</td>
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<tr>
<td>Yolo County</td>
<td>Sacramento County</td>
</tr>
</tbody>
</table>

The impacted Operational Area will continue to maintain dispersal coordination over the incident unless the Regional Control Facility is activated. The purpose of the tie in is to borrow or share the equipment only. Remember when more than two counties are needed, it is time to activate the Regional Control Facility. Do not wait until you have exhausted all your resources. Look at the potential and request activation. It is always easier to back down then to play catch up.

5.5 POST-DISPERSAL

* CF/Field

- The Patient Dispersal Officer and the Patient Transportation Group Supervisor or designee will maintain communications until verification of scene clearance.

* CF/Receiving Facilities

- The Facility Status Officer and receiving facilities will maintain
communications until all patients have been dispersed and appropriate information has been relayed to the receiving facility.

5.6 **ISSUES OF CONCERN**

The following information is necessary for operation during an MCI:

* **Pre-Hospital Providers**
  - All pre-hospital providers will be notified of all MCI(s).
  - ALS will operate under standing orders during the incident.
  - ALS and BLS traffic not related to MCI will contact CF for destination.
  - **Notification**:
    - Unit needs destination for ALS patient
    - Acuity - Code 2 or Code 3
    - Class - Trauma, Medical, HAZMAT, Adult, Pediatric
    - Closest Facility (this only identifies the approximate area of the calling unit)
  - The CF will give destination only (may not be closest facility).

**Example of communication with CF and non MCI unit**

```
"(Insert County Name) Control - This is Medic 16 with Destination Request. We have a Code 3 Medical and our closest facility is Brown Medical Center."

"Medic 16 you will have to take your patient to Green Hospital."
```

- The CF will not run a routine ALS contact. Medics are to operate under standing orders.
- Units will contact receiving facilities enroute by means other than dedicated MCI channels if available.

* **Patient Tracking**

- In order to facilitate patient tracking, receiving facilities will:
  - Record the triage tag number in patient's record.
  - Forward names of all patients received to central location.

Examples of local agencies/facilities able to coordinate patient tracking:
Emergency Operations Center (EOC)
Office of Emergency Services (OES)
Emergency Medical Services (EMS)
Control Facility (CF)

- The information can be forwarded by:
  Fax Machine
  Telephone
  Courier
  Computer System
  Radios - (UHF, VHF, Amateur Systems)

- At conclusion of the incident, a final list will be sent to the above mentioned location.
- A master list will be returned to all receiving facilities.

* Austere Care

- If the decision by the Supervising Physician at the CF is made to lower the expected Standard of Care, it will be done in a controlled manner.
- Ways to lower the Standard of Care:
  - Immediate patient to delayed team
  - Two immediate patients to one immediate team
  - Immediate patient to receiving facilities with longer transport time
ACTION PLAN
MULTI CASUALTY INCIDENTS

DATE: ___________   TIME: ___________

<table>
<thead>
<tr>
<th>POSITION</th>
<th>STAFF NAME</th>
<th>TIME IN</th>
<th>TIME OUT</th>
</tr>
</thead>
<tbody>
<tr>
<td>PATIENT DISPERSAL</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FACILITY STATUS</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

OBJECTIVES:

1. Expedient transportation of victims to appropriately staffed destination
2. Maintain a Standard of Care as outlined by County policy and procedure
3. __________________________
4. __________________________

GOALS: ACTION:

1. Alert to Control Facility
2. Alert to Receiving Facilities
3. Notice to Dispatch to Coordinate all Patient Transports during incident
4. Status Report complied when medics prepared to transport
5. Immediate patients disbursed quickly
6. __________________________

AGENCIES PARTICIPATING:

________________________

MCM 405 (2/98)
MULTI CASUALTY INCIDENT REVIEW

DATE: ________ TIME: ________ CLASS: ____________

LOCATION: __________________________________________

INCIDENT NAME: ______________________________________

PATIENT DISPERSAL OFFICER: __________________________

FACILITY STATUS OFFICER: ____________________________

PATIENT TRANSPORTATION SUPERVISOR: ______________________

************************************************************************************

VEST: ___ Y ___ N   ALERT: ___ Y ___ N   DISPATCH NOTICE: ___ Y ___ N

TIMES:

CF ALERT: _______ RF ALERT: _______ CF CONFIRMATION: _______

STATUS COLLECTION: _______ DISPERASL INFO GIVEN: ________

PT READY FOR TRANSPORT: _______ SCENE CLEAR: ________

************************************************************************************

OBSERVATIONS: __________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

ORIGINAL COPIES TO: MCI FILES
PATIENT DISPERSAL OFFICER
FACILITY STATUS OFFICER
PATIENT TRANSPORTATION SUPERVISOR
EMS AGENCY

MCM 406 (1/98)  Page 1 of ____ (continued on reverse if necessary)
Follow-up from hospitals (enter name):

( ): ______________________________________________________________________

( ): ______________________________________________________________________

( ): ______________________________________________________________________

( ): ______________________________________________________________________

( ): ______________________________________________________________________

( ): ______________________________________________________________________

MCM 406 (1/98) Page __________ of ____________
CONTROL FACILITY
OUTPATIENT STATUS SUMMARY

DATE: ___________ LOCATION: ________________________________________

CLASS: TRAUMA _______ MEDICAL _______ HAZMAT _______

PATIENTS: IMMEDIATE _______ DELAYED _______ MINOR _______

RECEIVING FACILITY                  DISPATCH           CONFERENCE
ALERT TIME_________________ ALERT TIME_________________ CALL TIME_________________

<table>
<thead>
<tr>
<th>FACILITY</th>
<th>TIME</th>
<th>IMMEDIATE</th>
<th>DELAYED</th>
<th>MINOR</th>
</tr>
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<tbody>
<tr>
<td>P</td>
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</tbody>
</table>

Please Ask Facilities To Fax Evaluations Including Names Of Patients.

Completed By Facility Status Officer: ________________________________

P - Primary Facility (within 30 minutes by ground transport)
S - Secondary Facility (greater than 30 minutes by ground transport)

DISPATCH CLEARED: ____________________________ (TIME)

BU - Burn Unit        NS - Neurosurgery
HM - HazMat Decontamination  NU - Neonatal Intensive Care
CV - Cardiovascular Surgery  TC - Trauma Center

MCM 408 (1/98) Page ___ of ___

REGION IV MULTI-CASUALTY
INCIDENT PLAN 24
CONTROL FACILITY
PATIENT DISPERSAL

"__________ CONTROL"
(COUNTY)

DATE _______ MCI ALERT __________________________ TIME _______
(AGENCY)

LOCATION _____________________________________________

CONFIRM TIME _______ PATIENT TRANSPORTATION
_________________ GROUP SUPERVISOR _________________

CLASS: TRAUMA _______ MEDICAL _______ HAZMAT _________

#PT. ______ INCIDENT NAME ____________________________

IMMEDIATE _______ _______ _______ _______ _______ _______

DELAYED _______ _______ _______ _______ _______ _______

MINOR _______ _______ _______ _______ _______ _______

REFUSED _______ _______ _______ DECEASED _______

TRANSPORT: GROUND______ _______ _______ _______ AIR _______

\| # OF PT. | INJURIES | DESTINATION | MODE/ UNIT | DEPART TIME | ETA | NOTIFIED |
\|--------|---------|-------------|------------|-------------|-----|----------|
\| I      |         |             | A          |             |     |          |
\| D      |         |             |            |             |     |          |
\| M      |         |             |            |             |     |          |
\| I      |         |             | A          |             |     |          |
\| D      |         |             |            |             |     |          |
\| M      |         |             |            |             |     |          |
\| I      |         |             | A          |             |     |          |
\| D      |         |             |            |             |     |          |
\| M      |         |             |            |             |     |          |

I = Immediate  D = Delayed  M = Minor  G = Ground  A = Air

COMPLETED BY PATIENT DISPERSAL OFFICER: _________________________

TAPE #: _______ TIME SCENE CLEARED: __________
MCM 409 (2/98) Page 1 of 1
MCI CRITIQUE - CONTROL FACILITY

DATE: _________ DRILL: [ ] ACTUAL: [ ] PATIENT DISPERSAL OFFICER: 

ALERT: YES [ ] NO [ ] TIME: _______ BY WHOM: ________________________________

INCIDENT NAME: ___________________________ LOCATION: _______________________

FACILITY STATUS OFFICER: _______________ TIMES (RECV. HOSP. ALERT): ___________ (CONFERENCE CALL): ______

INCIDENT NEEDS REVIEW: YES [ ] NO [ ] HOSPITAL ACTIVATED: YES [ ] NO [ ] SUPERVISOR NOTIFIED: ______

COMMENTS/SUGGESTIONS: ______________________________________________________

_____________________________________________________________________________

IF YOU RECEIVED PATIENTS, PLEASE COMPLETE THE FOLLOWING SECTION:

<table>
<thead>
<tr>
<th>FIELD TRIAGE</th>
<th>CRITERIA*</th>
<th>TRANSPORT UNIT</th>
<th>AGE/SEX</th>
<th>HOSPITAL TRIAGE</th>
<th>CRITERIA**</th>
<th>ADMIT</th>
<th>WHERE</th>
<th>DIAGNOSIS</th>
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* CRITERIA - FIELD TRIAGE
** CRITERIA - HOSPITAL TRIAGE

<table>
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<tr>
<th>IMMEDIATE</th>
<th>CODE 3 TRANSPORT</th>
<th>MAJOR TRAUMA CRITERIA</th>
<th>IMMEDIATE</th>
<th>ADMISSION TO SPECIALTY UNIT/EMERGENCY SURGERY</th>
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<tbody>
<tr>
<td>DELAYED</td>
<td>NON AMBULATORY</td>
<td>CANNOT GO TO WAITING ROOM</td>
<td>DELAYED</td>
<td>ADMIT MED-SURG NON-AMBULATORY ON ARRIVAL</td>
</tr>
<tr>
<td>MINOR</td>
<td>AMBULATORY AND CAN GO TO WAITING ROOM IF NECESSARY</td>
<td></td>
<td>MINOR</td>
<td>AMBULATORY</td>
</tr>
</tbody>
</table>

COMPLETED BY: ___________________________

MCM 410 (1/98) Page 1 of 1
## CONTROL FACILITY
### INPATIENT BED SUMMARY

**Date:** ______  **Name:** ______________________  **Receiving Facility Alert Time:** ______  **Conference Call Time:**

**Location:** ______________________  **City/town:** ______________________  **IC Agency:**

<table>
<thead>
<tr>
<th>HOSPITAL</th>
<th>CRITICAL CARE</th>
<th>MED SURG</th>
<th>OB GYN</th>
<th>PED</th>
<th>EXTERNAL CARE</th>
<th>BURN</th>
<th>PSY</th>
<th>TELEMETRY</th>
<th>NICU</th>
<th>NEURO</th>
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**COMPLETED BY FACILITY STATUS OFFICER:** ______________________

MCM 413 (1/98)  

PAGE ___ OF ___
## HOSPITAL SUMMARY REPORT BY OPERATIONAL AREA

<table>
<thead>
<tr>
<th>Radiation Hospital Name/City Decon Center</th>
<th>Burn Trauma Unit</th>
<th>Emergency Landing Site</th>
<th>Cardiovascular Surgery</th>
<th>Heli-port</th>
<th>Hyperbaric Chamber</th>
<th>HazMat Decon</th>
<th>Neuro Surgery</th>
<th>Neonatal Intensive Care</th>
<th>Pediatric Intensive Care</th>
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</tbody>
</table>
RECEIVING FACILITIES FORMS PACKET

FORMS INCLUDED:

MCM 407 - RECEIVING FACILITY STATUS REPORT WORKSHEET
MCM 411 - RECEIVING FACILITY CRITIQUE REPORT
MCM 415 - PATIENT EVALUATION CHECKSHEET
**STATUS REPORT WORKSHEET**

1. Place initials, or a check mark, for each person/bed available for medical treatment beginning with "Immediate Team" columns. Work left to right.

2. When all positions for any team are checked, place a check mark at bottom of team column by "Total Patient Number."

3. Transfer check marks to "delayed team" columns from incomplete or unneeded, "Immediate Teams." Transfer check marks to "minor team" columns from incomplete or unneeded, "delayed teams."

4. Surgeons names must be provided (for MCI Trauma). Surgeons must be immediately available to report to the receiving facility.

<table>
<thead>
<tr>
<th>IMMEDIATE PATIENT TEAMS</th>
<th>TEAM #</th>
<th>TEAM #</th>
<th>TEAM #</th>
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<tbody>
<tr>
<td>ED PHYSICIAN</td>
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</tr>
<tr>
<td>*SURGEON</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NAME</td>
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</tr>
<tr>
<td>MICN/RN</td>
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<tr>
<td>ICU/ED LVN</td>
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<tr>
<td>Resp Tech</td>
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<tr>
<td>1 Ed Bed</td>
<td>1</td>
<td>2</td>
<td>3</td>
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<table>
<thead>
<tr>
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<th>TEAM #</th>
<th>TEAM #</th>
<th>TEAM #</th>
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</thead>
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<td>ED PHYSICIAN OR SURGEON</td>
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</tr>
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<td>NAME</td>
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<td>ICU/ED LVN</td>
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<td>5</td>
<td>10</td>
<td>15</td>
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</tbody>
</table>

*Not applicable if casualties are medical patients, e.g., exposed to hazardous materials.

MCM 407 (1/98)  Page 1 of 1
**MCI CRITIQUE - RECEIVING FACILITY**

Date: ____________  Time: ____________  HOSPITAL:

GIVEN TIME TO PREPARE A STATUS REPORT: Yes [ ]  No [ ]
GIVEN ENOUGH INFORMATION: Yes [ ]  No [ ]

HEARD ALERT: Yes [ ]  No [ ]  DID YOU ACTIVATE ANY PORTION OF INTERNAL DISASTER PLAN? Yes [ ]  No [ ]

COMMENTS/SUGGESTIONS:

**IF YOU RECEIVED PATIENTS, PLEASE COMPLETE THE FOLLOWING SECTION:**

<table>
<thead>
<tr>
<th>FIELD TRIAGE</th>
<th>CRITERIA* (See below)</th>
<th>TRANSPORT UNIT</th>
<th>AGE/SEX</th>
<th>HOSPITAL TRIAGE</th>
<th>CRITERIA** (See below)</th>
<th>ADMIT</th>
<th>WHERE</th>
</tr>
</thead>
<tbody>
<tr>
<td>I D M</td>
<td></td>
<td>I D M</td>
<td>Y N</td>
<td>DX:</td>
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</tbody>
</table>

* CRITERIA - FIELD TRIAGE
- CODE 3 TRANSPORT
- MAJOR TRAUMA CRITERIA

** CRITERIA - HOSPITAL TRIAGE
- ADMISSION TO SPECIALTY UNIT/EMERGENCY SURGERY
- ADMISSION MED-SURG
- NON-AMBULATORY ON ARRIVAL
- AMBULATORY
- AMBULATORY AND CAN GO TO WAITING ROOM IF NECESSARY

Return to address on reverse or FAX to  #________  COMPLETED BY: _____________________________

MCM 411 (1/98)
PATIENT EVACUATION CHECKSHEET
FOR USE DURING PLANNED EVACUATION

Date: _______________ Department: __________________________

Evacuation Information - To be completed prior to patient movement from the department

Number of Personnel: _________ To move patient from unit to Staging/Relocation Area

Hospital Bed ( ) IV Pumps ( ) Portable Incubator ( )
Stretcher/Gurney ( ) Oxygen ( ) Ortho Traction ( )
Wheelchair ( ) Ventilator ( ) Cardiac Monitor ( )
Ambulatory ( )
Isolation ( )

Type: _______________ Reason: _______________

Completed By: ____________________________________________

Patient Information - To be completed at time of evacuation/relocation

Room/Bed Number: _________ Attending Physician: __________________________

Patient Identification Band Confirmed Yes ( ) No ( ) By: __________________________

Medical Record - Sent w/Patient Yes ( ) No ( ) Check if Copy Sent ( )
Patient Belongings - Sent w/Pt ( ) Left in Room ( ) None Listed ( )
Patients Valuables - Sent w/Pt ( ) Left in Safe ( ) No Valuables ( )
Patient Meds - Sent w/Pt ( ) Left on Unit ( ) To Pharmacy ( )

Completed By: ____________________________ Date: __________ Time : __________

Receiving Area Information - To be completed by staging/relocation area

Time Admitted to Staging Area: _______________ By: __________________________

Destination: ____________________________ Departure Time: ____________________________

Transportation Ambulance ( ) Other: ____________________________

Transportation Unit Leader: ____________________________

Original - To accompany Patient
Copy - To Remain at Evacuated Facility

MCM 415 (1/98)
REGIONAL CONTROL FACILITY FORMS PACKET

FORMS INCLUDED:

MCM 408A - CONTROL FACILITY OUTPATIENT STATUS SUMMARY
MCM 413A - CONTROL FACILITY INPATIENT BED SUMMARY
# REGION IV CONTROL FACILITY
## OUTPATIENT STATUS SUMMARY

<table>
<thead>
<tr>
<th>FACILITY</th>
<th>TIME</th>
<th>IMMEDIATE</th>
<th>DELAYED</th>
<th>MINOR</th>
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<td>Woodland Memorial</td>
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</table>

Please Ask Facilities To Fax Evaluations Including Names Of Patients.

Completed By Facility Status Officer: ____________________________

BU- Burn Unit    NS - Neurosurgery 
HM - HazMat Decontamination  NU - Neonatal Intensive Care 
CV - Cardiovascular Surgery  TC - Trauma Center

MCM 408A (1/98)  Page ___ of ___
# CONTROL FACILITY
## INPATIENT BED SUMMARY

<table>
<thead>
<tr>
<th>Incident Date:</th>
<th>Name:</th>
<th>Receiving Facility Alert Time:</th>
<th>Conference Call Time:</th>
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<tr>
<th>Location:</th>
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<th>HOSPITAL</th>
<th>CRITICAL CARE</th>
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<th>OB GYN</th>
<th>PED</th>
<th>EXTERNAL CARE</th>
<th>BURN</th>
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COMPLETED BY FACILITY STATUS OFFICER: ____________________________

MCM 413A (1/98) Page __ of ___
POSITION DESCRIPTION PACKET

POSITIONS INCLUDED:

MCM 430  CONTROL FACILITY SUPERVISOR
MCM 431  PATIENT DISPERSAL OFFICER
MCM 432  FACILITY STATUS OFFICER
MCM 433  RECEIVING FACILITY OFFICER
MCM 434  OPERATIONAL AREA CONTROL FACILITY
MCM 435  REGIONAL CONTROL FACILITY
MCM 436  REGIONAL CONTROL FACILITY SUPERVISOR
POSITION DESCRIPTION

CONTROL FACILITY SUPERVISOR

Qualification: R.N., M.I.C.N. or other qualified individual

Coordinate with: Operational Area Disaster Medical Health Coordinator

Function: Direct activities of Control Facility (CF) and the staff

Duties: 1. Liaison with administration.
2. Liaison with receiving facilities.
3. Training of Emergency Department staff.
4. Direct activities of Control Facility (CF) staff during an incident.
5. Function as MICN for additional Advanced Life Support traffic during incidents.
6. Maintains summaries, forms, and related correspondence for all incidents.
7. Attend critiques.
8. Schedules and run drills with Control Facility (CF) staff.
PATIENT DISPERSAL OFFICER

Qualifications: R.N., M.I.C.N.

Supervised by: Control Facility Supervisor (CFS)

Function: Maintain communications between Control Facility (CF) and the field

Duties:
1. Assume coordination between pre-hospital personnel and receiving facilities.
2. Communicate with Transportation Officer or designee.
3. Provide patient destination instructions to field personnel.
4. Coordinate with Facility Status Officer.
5. Perform M.I.C.N. duties when appropriate.
6. Provide patient destination for patients not involved in incident.
7. Complete documentation of the incident.
POSITION DESCRIPTION

FACILITY STATUS OFFICER

Qualifications: Clerical personnel familiar with Emergency Department terminology

Supervised by: Control Facility Supervisor (CFS)

Function: Maintain communications between Control Facility (CF) and Receiving Facilities

Duties:
1. Knowledge and understanding of Control Facility equipment.
2. Collection of Status Reports from receiving hospitals.
3. Verify surgeon availability for immediate trauma patients.
4. Relay patient destination information to receiving hospitals.
5. Coordinate with Patient Dispersal Officer.
6. Complete documentation of the incident.
7. Complete evaluation.
POSITION DESCRIPTION

RECEIVING FACILITY OFFICER

Qualifications: Clerical personnel familiar with Emergency Department terminology

Supervised by: Receiving Facility Supervising Nurse

Function: Maintain communication with the Control Facility (CF)

Duties:
1. Relay Status Report to Control Facility (CF)
2. Keep Emergency Department informed on dispersed patient status
3. Complete documentation as appropriate
4. Complete and forward evaluation after patient information is obtained
CONTROL FACILITY

Qualification: Selected by the Operational Area Coordinator

Coordinated With: Operational Area Disaster Medical Health Coordinator

Function: Collect Status of designated hospitals or CCPs and coordinate patient dispersal to them.

Duties:

1. Activate upon notification from local provider dispatch agency or receiving facility. Advise Regional Control Facility if expansion possible into Region.

2. Establish communication with incident area.

3. Establish communications with receiving facilities.

4. Collect the status of receiving hospitals/CCPs within designated area.

5. Relay destination information (not status summary) to dispersal area.

6. Inform receiving area of expected patient(s) arrival.

7. Provide destination for all Advanced Life Support patients not involved in incident during the time of MCI status operations.

8. Activate adjoining Control Facility if needed.


10. Direct all receiving facilities to FAX names of patients to Operational Area Disaster Medical Health Coordinator.

11. When the Control Facility is activated, by an impacted Control Facility, notify the Regional Control Facility.
Qualification: Selected by the Operational Area Disaster Medical Health Coordinators within the region.

Coordinated With: Regional Disaster Medical Health Coordinator

Function: Collect Status of designated hospitals or CCPs and coordinate patient dispersal to them.

Duties: 1. Activate upon notification from the impacted Control Facility, Regional Coordinator or State Disaster Medical Director.

2. Establish communication with dispersal area.

3. Establish communications with receiving facilities or Operational Area Control Facilities.

4. Ascertained the existence of pre-determined agreements for patient transfers within related facilities. The Operational Area Control facility will assist with destinations only when existing patient transfer agreements cannot be fulfilled.

5. Collect the status of receiving hospitals/CCPs within designated area.

6. Relay destination information (not status summary) to dispersal area.

7. Inform receiving area of expected patient(s) arrival.

8. Keep Operational Area and the Regional Disaster Medical Health Coordinator informed on progress of patient dispersal.

9. Direct all receiving facilities to FAX names of patients to Operational Area/Regional Disaster Medical Health Coordinator.

10. When the Control Facility is activated, by an impacted Control Facility, only for assistance between regions, notify the Regional Disaster Medical Health Coordinator and State EMSA Duty Officer of the activation.

POSITION DESCRIPTION
REGIONAL CONTROL FACILITY SUPERVISOR

Qualification: R.N., M.I.C.N. or other qualified individual

Coordinate With: Region IV Disaster Medical Health Coordinator

Function: Direct activities of Control Facility (CF) and the staff

Duties: 1. Liaison with administration.

2. Liaison with receiving facilities.

3. Training of Emergency Department staff.

4. Direct activities of Control Facility (CF) staff during an incident.

5. Function as MICN for additional Advanced Life Support traffic during incidents.

6. Maintains summaries, forms, and related correspondence for all incidents.

7. Attend critiques.

8. Schedules and run drills with Control Facility (CF) staff.
## FORMS INCLUDED:

<table>
<thead>
<tr>
<th>MCM 440</th>
<th>CONTROL FACILITY GENERAL CHECKLIST</th>
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</thead>
<tbody>
<tr>
<td>MCM 441</td>
<td>REGIONAL FACILITY ACTIVATION CHECKLIST</td>
</tr>
<tr>
<td>MCM 443</td>
<td>CONTROL FACILITY SUPERVISOR CHECKLIST</td>
</tr>
<tr>
<td>MCM 444</td>
<td>PATIENT DISPERSAL OFFICER CHECKLIST</td>
</tr>
<tr>
<td>MCM 445</td>
<td>FACILITY STATUS OFFICER CHECKLIST</td>
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<tr>
<td>MCM 446</td>
<td>RECEIVING FACILITY OFFICER CHECKLIST</td>
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<td>MCM 447</td>
<td>REGIONAL CONTROL DISPERSAL OFFICER CHECKLIST</td>
</tr>
<tr>
<td>MCM 448</td>
<td>REGIONAL CONTROL FACILITY SUPERVISOR CHECKLIST</td>
</tr>
</tbody>
</table>
CHECKLIST
CONTROL FACILITY GENERAL

CHECK as Completed; N/A as Not Applicable

________ Alert of possible MCI by Dispatch or Medics.
________ Documentation of incident received.
________ Assignment of staff.
________ Identify primary and secondary facilities.
________ Notification to all receiving facilities.
________ Confirmation or cancellation of incident.
________ Notification to all dispatch agencies.
________ Notification to all pre-hospital providers.
________ Consideration of activating internal plans.
________ Initiate communications with receiving facilities.
________ Collection of Status Report(s).
________ Ongoing communications with field.
________ Collection of triage information.
________ Begin patient dispersal.
________ Field request for helicopters.
________ Additional facilities requested.
________ Additional Status Reports requested.
________ Patient dispersal completed.
________ Scene cleared.
________ All patients received at facilities.
________ Forms completed.
________ Evaluation done.

MCM 440 (2/98)
REGIONAL ACTIVATION

ACTIVATION
1. ACTIVATION BY: ______________________  2. TIME: ______________________
3. LOCATION OF INCIDENT: ______________________
4. INFORMATION CONCERNING INCIDENT: ______________________

5. NUMBERS: ______________________

NOTIFICATION
1. REGIONAL SUPERVISOR: ______________________  TIME: ______________________

REGION IV CONTROL
1. MICN: ______________________  TIME: ______________________

SAN JOAQUIN CONTROL
1. MICN/CLERK: ______________________  TIME: ______________________

ACTIVATE AREA CONTROL HOSPITALS
1. COMPLETE: [ ]  TIME: ______________________

OTHER NOTIFICATIONS
1. REGIONAL MEDICAL COORDINATOR
NAME: ______________________  TIME NOTIFIED: ______  TIME REPLY: ______

2. STATE EMSA DUTY OFFICER
NAME: ______________________  TIME NOTIFIED: ______  TIME REPLY: ______

MCM 441 (2/98)
CHECKLIST

CONTROL FACILITY SUPERVISOR

Mission: Direct activities of Control Facility (CF) and the staff

Report to (Place):

Communications (Equip.):

Report to (Person):

Vest (Color):

________ Staff assigned as appropriate.

________ Administration notified.

________ Assist Patient Dispersal Officer.

________ Assist Facility Status Officer.

________ Maintain communications with Emergency Department.

________ Maintain communications with the Operational Area Disaster Medical Health Coordinator during an operational area activation.

________ Maintain communications with hospital administration.

________ Debrief staff at conclusion of incident.

________ Release Control Facility staff following termination of multi-casualty procedures.

________ Documentation of incident collected.

CHECK as Completed; N/A as Not Applicable
CHECKLIST

PATIENT DISPERSAL OFFICER

Mission: Maintain communications between Control Facility (CF) and the field

Report to (Place):

Communications (Equip.):

Report to (Person):

Vest (Color):

— Document alert.
— Document confirmation.
— Assume coordination of patient dispersal.
— Use identification terminology (INSERT COUNTY NAME) Control.
— Match triage count with receiving facility capability.
— Disperse patients.
— Document unit transporting, departure time and ETA.
— Coordinate information with Facility Status Officer.
— Provide destinations for other ALS/BLS traffic.
— Verify scene clear.
— Coordinate dispersal for all ALS/BLS patients until area returns to normal.
— Complete documentation of incident.
— Complete appropriate sections of evaluation documenting information about patients arriving your facility.

CHECK as Completed; N/A as Not Applicable
FACILITY STATUS OFFICER

Mission: Maintain communications between Control Facility (CF) and Receiving Facilities

Duty Location: ______________________________________________________

Means of Communications: __________________________________________

Supervisor to report to: _____________________________________________

Vest Color: _________________________________________________________

______ Prepare correct forms to assist in MCI.
______ Identify primary and secondary receiving facility.
______ Notify receiving facilities of activation.
______ Notify disaster response staff when necessary.
______ Initiate mechanism for Emergency Preparedness Plan activation when appropriate.
______ Notification of dispatch agencies after confirmation.
______ Notification of pre-hospital providers after confirmation.
______ Initiate conference call with all receiving facilities after confirmation.
______ Collect Status Reports from all receiving facilities.
______ Verify surgeon coverage for immediate trauma patients for own Operational Area only.
______ Coordinate information with Patient Dispersal Officer.
______ Notify receiving facilities of impending patients, unit transporting, departure time, and ETA.
______ Request names of patients to be faxed in cases of wide dispersal.
______ Remind receiving facilities to forward evaluations when information is complete.
______ Disconnect receiving facilities as appropriate.
______ Complete documentation of incident.
______ Complete appropriate sections of evaluation.

CHECK as Completed; N/A as Not Applicable

MCM 445 (1-98)

CHECKLIST
RECEIVING FACILITY OFFICER

Mission: Maintain communications with the Control Facility (CF)

Duty Location: ____________________________________________

Means of Communications: __________________________________

Supervisor to report to: _______

Vest Color: ________________________________________________

_______ Collect status report from supervising physician and nurse.

_______ Relay information to Control Facility as requested.

_______ Keep facility informed of the emergency situation.

_______ Change status report when notified patient dispersed to facility.

_______ Inform facility of impending patients, unit transporting, departure time, and ETA.

_______ Maintain contact with Control Facility until informed appropriate to disconnect.

_______ FAX names of patients received upon request.

_______ Complete documentation of incident.

_______ Complete appropriate sections of evaluation documenting information about patients arriving at your facility.

CHECK as Completed; N/A as Not Applicable
REGIONAL CONTROL DISPERSAL OFFICER

Mission: Direct dispersal of patients throughout Region IV and maintain communications with both the Incident Site and the Area Control Hospitals.

Duty Location: 

Means of Communications: 

Supervisor to report to: 

Vest Color: 

_____ Document Alert
_____ Use ID term “Region IV Control”
_____ Alert Area Control Hospitals
_____ Document confirmation
_____ Collect status totals from Area Control Hospitals
_____ Assume coordination of patient dispersal
_____ Receive destination from receiving Area Control Hospital
_____ Relay information to Incident Site
_____ Receive transporting information from Incident Site
_____ Relay transportation information to Area Control Hospital
_____ Continue until all patients are dispersed
_____ Update area status as needed
_____ Verify scene clearance
_____ Complete paper work

CHECK as Completed; N/A as Not Applicable

CHECKLIST
REGIONAL CONTROL FACILITY SUPERVISOR

Mission: Direct activities of Regional Control Facility (RCF) and the staff

Duty Location: ____________________________________________________________

Means of Communications: _________________________________________________

Supervisor to report to: ______

Vest Color: __________________________

_______ Staff assigned as appropriate.

_______ Administration notified.

_______ Regional Medical Health Coordinator notified

_______ State EMSA Duty Officer notified

_______ Assist Patient Dispersal Officer.

_______ Assist Facility Status Officer.

_______ Maintain communications with Emergency Department.

_______ Maintain communications with the Regional Disaster Medical Health
Coordinator during an operational area activation.

_______ Maintain communications with hospital administration.

_______ Debrief staff at conclusion of incident.

_______ Release Control Facility staff following termination of multi-casualty
procedures.

_______ Documentation of incident collected.

CHECK as Completed; N/A as Not Applicable

MCM 448 (2/98)    Page 1 of 1
OES REGION IV
REGIONAL CONTROL FACILITY

209 468-6321

ALTERNATE NUMBER
209 982-1975

FAX

209 468-7112
SECTION 6

REGIONAL CONTROL FACILITY

The Regional Control Facility (RCF) will operate under the same guidelines as an area CF.

The State of California is divided into six regions for purpose of mutual aid during emergency situations. Region IV consists of eleven counties:

- Alpine
- Amador
- Calaveras
- El Dorado
- Nevada
- Placer
- Sacramento
- San Joaquin
- Stanislaus
- Tuolumne
- Yolo

6.1 ACTIVATION

The Regional Control Facility is activated when the potential exists for more than two counties to receive patients.

The Regional Control Facility is activated for evacuation of a medical facility.

Activation Agencies
- State
- Regional Medical Health Coordinator
- County/local government
- Emergency Operations Center (EOC) of impacted Operational Area
- Operational Area Medical Health Coordinator
- Impacted (Potentially) Operational Area CF
- Impacted facility
- Incident site

The notifying agency will initially:
- Notify the RCF
- Summarize the event
- Request what is needed

6.2 OPERATION

The RCF will do the following:
- Document name/agency of calling party
- Document a return call back number
- Request the incident site to communicate directly with the Regional Control Facility
- Assume Coordination of patient dispersal.
- Activate all area CF(s)
- Request Status Reports be obtained
- Disperse patients allowing each Area CF to select destination for all patients within their designated area

The Regional Control Facility will communicate directly to the incident site by means of radio or telephone
- Facilitates faster dispersal
- Decreases communication errors

Regional Control will notify the appropriate area of the following information:
- Impending patients
- Destinations
- Injury, if known
- Estimated arrival time

The Area Control Facilities are a communication link for regional activation. They serve no other purpose.

6.3 MUTUAL AID

Requests for additional supplies, equipment, and personnel not available from a receiving facility's staffing should go through the Operational Area Disaster Medical Health Coordinator (OADMHC).

If patient dispersal outside of an Operational Area is needed, the impacted Operational Area will activate the RCF. A regional response involves activating all CF(s). If the day-to-day (border incidents) mutual aid system is overwhelmed then the RCF should be activated to assist.

**Do not wait until you are overwhelmed notify the RCF upon potential activation.**
SECTION 7

ANCILLARY OPERATIONS

7.1 HOSPITAL OPERATIONS

- Depending on the size of the incident, hospitals will activate their Emergency Preparedness Plan.
- Call back of staff will be an individual hospital decision.
- Acute care facilities’ Emergency Departments will prepare to accept immediate and delayed patients.
- Status Reports are based on an Emergency Department's ability to treat patients.
- In-house bed counts are not related to calculating Status Reports.
- Should the evacuation of a medical facility be necessary, in-patient bed count is collected.

7.2 CARE OF MINOR INJURIES

Care of minor patients is incident driven
- Care will be dependent upon the number needing treatment.
- If an incident has numerous minor injury patients, a multi-person vehicle will be dispatched to the scene.
- Care of these patients will be dependent upon the nature of the MCI.
- Each Operational Area should have written plans for the activation and use of alternate facilities for treating Minor Patients.

Minor patients are able to wait in the waiting room.
- Minor Patients are ambulatory.
- Patients needing supervision are not Minor Patients

Examples of treatment areas located outside of the Emergency Department:
- First Aid Stations in acute care facilities
- Smaller hospitals without surgeon capability
- Area Clinics
- Casualty Collection Points
- Sub-acute Hospitals (Utilize only when acute care hospitals not transferring in-patients to create bed availability)

7.3 SUB-ACUTE FACILITIES

The primary duty of a sub-acute facility is to accept transfers from acute-care facilities. This will make beds available in the hospitals for injured patients.
When evacuating from a sub-acute facility, every effort should be made to send to similar facilities.

7.4 **HOSPITAL EMERGENCY RESPONSE TEAMS (H.E.R.T.)**

Hospital personnel will remain in the hospital to treat arriving patients, however, under rare circumstances (e.g., need for field amputation) H.E.R.T. units may be sent to the incident scene.
SECTION 8

ACRONYMS & GLOSSARY

8.1 ACRONYMS

The following Acronyms (abbreviations) are utilized in the text of this manual:

- ALS: Advanced Life Support
- BLS: Basic Life Support
- CFS: Control Facility Supervisor
- CF: Control Facility
- CISM: Critical Incident Stress Management
- DOA: Dead on Arrival
- ED: Emergency Department
- EMS: Emergency Medical Services
- EOC: Emergency Operation Center
- EPP: Emergency Preparedness Plan
- ETA: Estimated Time of Arrival
- HEAR: Hospital Emergency Alert Radio
- FSO: Facility Status Officer
- HERT: Hospital Emergency Response Team
- HEICS: Hospital Emergency Incident Command System
- ICS: Incident Command System
- LVN: Licensed Vocational Nurse
- MCI: Multi-Casualty Incident
- MGS: Medical Group Supervisor
- MICN: Mobile Intensive Care Nurse
- NDMS: National Disaster Medical System
- OA: Operational Area
- OADMHC: Operational Area Disaster Medical/Health Coordinator
- OES: Office of Emergency Services
- PDO: Patient Dispersal Officer
- PTGS: Patient Transportation Group Supervisor
- RACES: Radio Amateur Civil Emergency Services
- RCF: Regional Control Facility
- RDMHC: Regional Disaster Medical/Health Coordinator
- RN: Registered Nurse
- UHF: Ultra High Frequency
- VHF: Very High Frequency
8.2 GLOSSARY

The following terminology is utilized in the text of this manual:

**Austere Care** - Condition that lowers expected patient Standard of Care

**Control Facility Supervisor (CFS)** - Staff person responsible for overseeing the on-going functions of the Control Facility.

**Delayed Patient** - Patients whose medical care can be held one to two hours without detriment. Patients without life-threatening injuries who cannot be sent to the waiting room will be triaged as delayed patients.

**Control Facility (CF)** - Entity with the responsibility for dispersal of patients during multi-casualty incidents.

**Emergency Operation Center (EOC)** - Entity with the overall responsibility for all MCI(s). Decisions to request Regional, State, and Federal assistance is made at the EOC. The Emergency Operation Center shall consist of representatives of the area Emergency Medical Services, Office of Emergency Services, Health Department, and the area Emergency Medical Director.

**Emergency Preparedness Plan** - Document required in all receiving facilities to manage extraordinary events.

**Facility Status Officer (FSO)** - Staff person responsible for collecting status reports from receiving facilities and notifying them of patients dispersed to them.

**Hospital Emergency Incident Command System** - Guidelines for implementing the Incident Command System in the hospital setting.

**Immediate Patients** with life threatening injuries that will most likely need prompt medical intervention.

**Medical Group Supervisor (MGS)** - Staff person from the field responsible for medical operations. May assign communication officer to contact CF.

**Multi-Casualty Incidents (MCI)** - Incident that involves more patients than initial responding pre-hospital units can render appropriate care.

**National Disaster Medical System (NDMS)** - The federal organization responsible to augment the Nation's emergency response capability.
Patient Dispersal Officer (PDO) - Staff person responsible for dispersing patients and communicating with the incident site.

Patient Transportation Group Supervisor - Pre-hospital person assigned to communicate with the CF(s) for the dispersal and transport of patients.

Primary Hospital located less than thirty (30) minutes by ground transport.

Receiving Facility Officer - Staff person responsible for communicating with CF.

Regional Control Facility (RCF) - Entity with the responsibility for coordination of dispersement of patients during large MCI(s).

Secondary Hospital located more than thirty (30) minutes by ground transport.

Standard of Care - Level of treatment to be rendered to patients.

Status Report - The team capability of receiving facility to accept patients as determined by physician and supervising nurse using set guidelines.
SECTION 9
POSITION DESCRIPTIONS, CHECKLISTS & FORMS

The following Position Descriptions, Checklists, and Forms are to implement Manual 2.

NOTE: Do NOT use the original form copies which follow. Make copies of the original forms for use in the field or facility.

FORM:

MCM 405  Action Plan
MCM 407  Receiving Facility Status Report Worksheet
MCM 408  Control Facility Status Summary
MCM 408A Regional Control Facility Status Summary
MCM 409  Control Facility Patient Dispersal
MCM 409A Regional Disaster Control Patient Dispersal
MCM 410  MCI Critique - Control Facility
MCM 411  MCI Critique - Receiving Facility
MCM 413  Control Facility Inpatient Bed Summary
MCM 413A Regional Control Facility Inpatient Bed Summary
MCM 414  Hospital Summary Report by Operational Area
MCM 415  Evacuation Form

POSITION DESCRIPTION:

MCM 430  Control Facility Supervisor
MCM 431  Patient Dispersal Officer
MCM 432  Facility Status Officer
MCM 433  Receiving Facility Officer
MCM 434  Operational Area Control Facility
MCM 435  Regional Control Facility
MCM 436  Regional Control Facility Supervisor

CHECKLIST:

MCM 440  Control Facility General Checklist
MCM 441  Regional Activation Checklist
MCM 443  Control Facility Supervisor Checklist
MCM 444  Patient Dispersal Officer Checklist
MCM 445  Facility Status Officer Checklist
MCM 446  Receiving Facility Officer Checklist
MCM 447  Regional Control Officer Checklist
MCM 448  Regional Control Facility Supervisor Checklist
Manual 2, Enclosure A

MODEL CF DESIGNATION POLICY
POLICY
The Regional Control Facility will collect hospital status information and direct patient dispersal during times of Regional and/or State emergencies. The Regional Control Facility will be operational within twenty (20) minutes of request for activation.

PURPOSE
The Regional Control Facility assumes dispersal control to allow for controlled dispersal of patients during a declared disaster and to maintain the maximum standard of care.

AUTHORIZATION
The Regional Control Facility will operate under the authority listed in Title 22, Chapter 4, Section 100144 citing Scope of Practice for EMTs; the California Health and Safety Code Division 2.5, Section 1797.220 covering EMS policy regarding patient destination; and the California Health and Safety Code Division 2.5, Section 1798.102 stating "The base hospital shall supervise pre-hospital treatment, triage and transportation, Advanced Life Support or Limited Advanced Life Support, and monitor personnel program compliance by direct medical supervision.

DESIGNATION
Requests for Proposal will be issued by the Regional Emergency/Mutual Aid Committee. Any current County Control Facility fulfilling the requirements may apply for the role of Regional Control Facility. Requests for Proposal will be reviewed and submitted to the entire committee for approval. Each member county receives one (1) vote. The designation will remain effective for a period of four years.

REQUIREMENTS
Personnel:
The Regional Control Facility will appoint a Supervisor to oversee and review all activations of the system.
The Regional Disaster Control will have two trained persons to operate the system during times of activation.
A Patient Dispersal Officer is responsible for determining the area each patient is transported. This person operates under State authority cited above.
The Facility Status Officer will confer with member Control Facilities receiving status information and advising member DCPs of patients dispersed into their respective area.
All personnel able to activate the system will have knowledge of the state mutual aid system, the geography of the region and the physical properties of facilities within the region.
Equipment:

The Regional Control Facility will have equipment available which is capable of gathering instant information. The equipment must be available in both the control center and the receiving centers. Conference telephoning is the suggested means of communication. Computer systems and/or radio systems are alternative suggestions or back-up possibilities.

Activation:

The Regional Control Facility will activate upon request from a member county, another region or the State Emergency Medical Services Authority.

Member County Request: During times of county emergencies, should an impacted county need to disperse patients to more than one adjoining county, the Regional Control Facility will be notified to collect Regional Status and direct patient dispersal.

Region: Should another region become impacted due to an emergency situation, upon request the Regional Control Facility will activate to collect Regional Status and direct patient dispersal into its home region.

State: Should a State emergency occur, the Emergency Medical Services Authority will contact the Regional Control Facility to collect Regional Status and direct patient dispersal into its home region.

Notification:

Following request for activation, the Regional Control Facility will notify all member Control Facilities of the situation and request their assistance in gathering hospital status reports. Member area Control Facilities will be contacted again following a designated time interval.

Any hospital contacted individually by another hospital or any agency throughout the state will refer all inquiries for status to the Regional Control Facility.

Upon request for activation by a member county or impacted region, the Regional Control Facility will notify the Duty Officer of the State Emergency Medical Services Authority and the Regional Disaster Medical Health Coordinator.

The decision for austere care will be determined by the Physician supervising at the Regional Control Facility or the State.

Procedure:

Intra-Regional Activation:

1. Request from impacted county to Regional Control Facility for assistance
2. The Patient Dispersal Officer will establish direct contact with the impacted area to insure accurate information and rapid dispersal of patients.
3. Activation of Regional Control Facility
4. Notification of remaining non-impacted counties of situation and request to collect Emergency Department status, using Form #408.
5. Notification of State EMSA and RDMHC of activation
6. Collection of Status from non-impacted counties. Area Control Facilities will submit totals only to the RDCF.
7. Regional Control will assign the number of patients to be transported to each area (county) according to collected status reports.
8. Area (County) Control Facilities will determine hospital destination and maintain medical control over their county/area.
9. Under most circumstances, the conference call between Regional Control and Area (County) Controls will remain connected throughout patient dispersal.

Inter-regional Activation:

1. Requests for inter-regional assistance may require collection of in-patient bed status, using From #447.
2. Area (County) Control Facilities may deem it prudent to establish Casualty Collection Points for reception and dispersal of patients.
3. Follow procedures listed above, under Intra-Regional Activation
4. Due to the time required to collect in-patient bed status, communications between Regional Control and Area (County) Controls may be intermittent.

Termination of Activation:
The Regional Control Facility will remain operational until the impacted county or region releases notification of completion of patient dispersal. Personnel will remain on call as determined by the State EMSA.

Welfare Inquiry:
Receiving hospitals will FAX names of patients to the office of the RDMHC unless other directed. The RDMHC will prepare a master list to forward to both the state and the impacted Region.

Critique:
Intra-regional critiques will be determined by the Regional Control Facility in conjunction with the impacted county within fifteen (15) days of the incident.
Inter-regional critiques will be set by State EMSA and the impacted region.

GLOSSARY

Area (County) Control Facility: Facility designated to collect status reports and disperse patients within assigned area.

Austere Care: Any standard of care that is less comprehensive than the established MCT Standard of Care.

Hospital Status Report: Number of patients that receiving hospitals are capable of treating as determined by preset guidelines.

Regional Control Facility: Facility designated with the responsibility for medical control and dispersal to an area (county) of patients, upon request from a county, another region or the State.

Regional Disaster Medical Health Coordinator: State appointee responsible for the collection of medical mutual aid resources upon request by the state or other region.

Standard of Care: Level of treatment rendered to patients.
ACRONYMS:

<table>
<thead>
<tr>
<th>Abbreviation</th>
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<tbody>
<tr>
<td>CF</td>
<td>Control Facility</td>
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<td>EMS</td>
<td>Emergency Medical Services</td>
</tr>
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<td>EMSA</td>
<td>Emergency Medical Services Authority</td>
</tr>
<tr>
<td>EMT</td>
<td>Emergency Medical Technician</td>
</tr>
<tr>
<td>RCF</td>
<td>Regional Control Facility</td>
</tr>
<tr>
<td>RDMHC</td>
<td>Regional Disaster Medical Health Coordinator</td>
</tr>
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</table>
MEMORANDUM OF UNDERSTANDING
(Between County and Control Facility)

This Memorandum of Understanding is made by the _______ of County, hereinafter "County" and _______ Hospital, hereinafter "Hospital" in order to ensure coordination of patient dispersal and adequate medical control during multi-casualty incidents occurring within the boundaries of County. This Memorandum of Understanding is intended to delineate the responsibilities and duties of "Hospital" acting as a Control Facility for the County.

The parties agree as follows:

I. **Control Facility**

"Hospital" will serve as the Control Facility for "County" thereby providing medical control, hospital status report collection, and victim dispersal orders in the event of multi-casualty incidents.

II. **Responsibilities of "Hospital"**

"Hospital" as the County Control Facility will have the following responsibilities:

A. Meet all the requirements for, and remain designated as, a base hospital.

B. Perform all the duties and responsibilities of a Control Facility as defined in the Region IV Multi-Casualty Plan and "County" guidance on a continuing basis.

C. Designate a Staff Nurse as the Control Facility Supervisor with responsibility for in-house training, maintenance of written procedures, quality control, and conduct of drills and exercises. This assignment will be approved by the "County".

D. Maintain on duty at all times in the Emergency Department a Mobile Intensive Care Nurse trained and cleared for directing multi-casualty operations as a Control Facility Medical Control Officer in accordance with training, clearance, and refresher standards established by the "County" and the Region IV Multi-Casualty Plan.

E. Maintain on duty at all times in the Emergency Department a staff member trained and cleared for serving as a Control Facility Facility Status Officer in accordance with training, clearance, and refresher standards established by the "County" and the Region IV Multi-Casualty Plan.

F. Maintain in a servicable condition at all times radio equipment designated for medical control communications with paramedics in the County.

G. Maintain in a servicable condition at all times radio equipment designated for communications with hospitals located in County.

H. Maintain in a servicable condition at all times blaster conferencing telephone equipment designated for communications with hospital emergency departments located in County.
I. Maintain an amateur (HAM) radio antenna and hook-up at or near the location of the other communications equipment in the emergency department.

J. Maintain in a servicable condition at all times in the Emergency Department a facsimile machine for use by the Control Facility staff.

K. Maintain an adequate supply of Region IV Multi-Casualty Plan forms and procedures as well as local maps and standard operating procedures for use by Control Facility staff in collecting hospital status reports and providing patient dispersal control in multi-casualty incidents.

L. Conduct monthly reviews of multi-casualty incidents and provide feedback to Control Facility staff and field personnel.

III. Responsibilities of the Office of Emergency Services

The “County” as the agency responsible for overseeing multi-casualty planning and implementation in coordination with other agencies will have the following responsibilities:

A. Prepare and maintain a current memorandum of understanding or contract with “Hospital” to serve as the County Control Facility.

B. Review and approve the designation by “Hospital” of a Control Facility Supervisor.

C. Provide training, clearance and ongoing guidance to the Control Facility Supervisor to include scheduling and attendance at outside courses considered by “County” to be appropriate to that person’s duties.

D. Assist with training, clearance, and refresher training for Control Facility staff as necessary.

E. Maintain on behalf of the County the Region IV Multi-Casualty Plan and provide timely updates and changes to Control Facility staff.

IV. Costs

A. The “County” will pay for the installation of the blast conferencing telephone system and the ongoing line charge.

B. “Hospital” will pay salaries of staff designated to carry out the responsibilities of this MOU and maintenance of equipment used to perform the CF function.

V. Duration of Agreement

This agreement will continue indefinitely unless either party notifies the other in writing of its desire to withdraw from the agreement at least 120 days in advance.

Dated: ____________________________

Hospital Administrator

2
Manual 2, Enclosure C

MODEL CF APPLICATION
INTRODUCTION

In effort to designate a Disaster Control Facility (DCF) for the County of Stanislaus, Mountain-Valley EMS Agency is conducting a competitive process, as outlined in the EMS Authority guideline EMSA #141. The provisions of this document will apply in the majority of instances for the designation of a local DCF to develop system-wide coordination, predictable EMS response, and assist in maintaining a standard of care for victims during a multiple casualty incident within the county.

There is no reimbursement or assessments associated with the designation as a DCF. All DCFs must comply with the Disaster Control Facility Designation policy #521.00, found in the Mountain-Valley EMS Agency Prehospital Care Policy and Procedure Manual. Additional guidelines for DCF operations are provided in the OES Region IV Multi-Casualty Incident Plan.

All parties interesting in responding to this Request for Proposals (RFP) should:

- carefully read this entire packet
- complete and sign the RFP application
- attach any necessary or applicable documentation
- attend the Proposers Conference
- submit a fully executed proposal before the indicated deadline
II  FORMAL ADVERTISING: INVITATIONS

Formal advertising for the RFP shall include a copy of the current Disaster Control Facility Designation policy and a proposed timetable. This information should be provided to each local facility that would potentially qualify for this designation.

Submission of responses
All responses must be received by the Mountain-Valley EMS Agency in writing on or before February 13, 1998. Postmarks will not be considered. Written notification will be sent to any bidder, whose response has been received after the advertised deadline, indicating the reason for the rejection of the response.

Timetable for the
Stanislaus County
Disaster Control Facility
Competitive Bid Request for Proposals

<table>
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<tr>
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<tr>
<td>Begin Advertisement</td>
<td>January 2, 1998</td>
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<tr>
<td>Due Date for Letters of Intent</td>
<td>January 16, 1998</td>
</tr>
<tr>
<td>Send Out RFP</td>
<td>January 21, 1998</td>
</tr>
<tr>
<td>Proposer Conference</td>
<td>January 29, 1998</td>
</tr>
<tr>
<td>Opening of Proposals</td>
<td>February 17, 1998</td>
</tr>
<tr>
<td>Evaluation of Proposals</td>
<td>February 17 - 18, 1998</td>
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<tr>
<td>Notice of Final Determination</td>
<td>February 20, 1998</td>
</tr>
<tr>
<td>Due Date for Protests &amp; Written Questions</td>
<td>February 23, 1998</td>
</tr>
<tr>
<td>EMS Agency Response to Protests</td>
<td>February 26, 1998</td>
</tr>
<tr>
<td>Award of Contract</td>
<td>February 27, 1998</td>
</tr>
</tbody>
</table>

Revised 1/20/98
III. RESPONDERS CONFERENCE

The purpose of the responders conference is to provide a forum for answering questions. The conference will be the only time that questions are answered regarding the RFP. This will ensure that all prospective responders receive the same information. Questions and answers need not be put in writing. If a written response to a question is required, all prospective responders will receive a copy of the question and the answer.

Mountain-Valley EMS Agency will conduct the responders conference at:

Mountain-Valley EMS Agency
1101 Standiford Avenue, Suite D1
Modesto, CA

January 29, 1998 - 10:00 a.m.
IV PROPOSAL CONTENTS

Responders are required to submit an application and a statement of experience which shall include, but not be limited to the following information.

a. Business name and legal business status (i.e., partnership, corporation, etc.) of the prospective contractor.

b. Number of years the prospective contractor has been in business under the present business name, as well as related prior business names.

c. Number of years of experience the prospective contractor has had in providing the required services.

d. Evidence of at least one contract completed during the last five (5) years showing year, type of services, dollar amount of services provided, location, and contracting agency.

e. Details of any failure or refusals to complete a contract.

f. Whether the responder holds a controlling interest in any other organization, or is owned or controlled by any other organization.

g. Financial interests in any other related business.

h. Names of persons with whom the prospective contractor has been associated in business as partners or business associates in the last five (5) years.

i. Explanation of any litigation involving the prospective contractor or any principal officers thereof, in connection with any contract for similar services.

j. An explanation of experience in the service to be provided, or similar experience of principal individuals of the prospective contractor's present organization.

k. A list of major equipment to be used for the direct provision of services.

l. A list of commitments, and potential commitments which may impact assets, lines of credit, guarantor letters, or otherwise affect the responder's ability to perform the contract.

m. Business or professional licenses or certificates required by the nature of the contract work to be performed and held by the responder.

n. An agreement to provide Mountain-Valley EMS Agency with any other information deemed necessary for an accurate determination of the prospective contractor's qualifications to perform services.
V. SUBMISSION OF PROPOSALS

1. The proposal process requires that:
   a. One fully executed proposal and seven complete copies be submitted so as to be received by Mountain-Valley EMS Agency not later than 5 p.m. February 13, 1998.
   b. Proposals, with required attachments, be signed, and submitted in the format specified by Mountain-Valley EMS Agency. The format will provide for the desired sequence of the proposal's content.
   c. Proposals will be filled out, executed, and submitted in accordance with the instructions which are contained in this document. If the proposal is not submitted in the format specified, it may not be considered.

2. Any proposal received by Mountain-Valley EMS Agency after the exact time specified for receipt, will not be considered unless it is received before the award is made and is determined that the late receipt was due solely to mishandling by Mountain-Valley EMS Agency after receipt at the agency.

3. Any modification or withdrawal of a proposal will be subject to the same conditions cited above. A proposal may also be withdrawn in person by a responder or an authorized representative, provided his/her identity is made known and he/she signs a receipt for the proposal, but only if the withdrawal is made prior to the exact time set for opening of proposals.
VI. RECEIPT AND EVALUATION OF PROPOSALS

1. Upon receipt, each proposal will be noted with a separately identifiable proposal number, and the date and time of receipt.

2. All proposals received prior to the time set for opening will be kept unopened and secured in a locked receptacle.

3. An agency official will decide when the time set for submission has arrived and will so declare to those present. All proposals received prior to the time set for opening will then be publicly opened and the following recorded and read aloud to the persons present:
   
   a. RFP number
   b. Submission date
   c. General description of service being procured
   d. Names of responders
   e. Location from which services are to be provided

1. If the number of proposals received is less than anticipated, Mountain-Valley EMS Agency will examine the reasons for the small number of proposals received. The purpose of this examination is to ascertain whether the small number of responses is attributable to an absence of any of the prerequisites of formal advertising.

2. Should administrative difficulties be encountered after proposal opening which may delay contract award beyond the stated deadline for contract award, the responders will be notified before that date and the acceptance period extended in order to avoid the need for readvertisement.
VII. REJECTION OF PROPOSALS

1. Any proposal which fails to conform to the essential requirements of the RFP documents, such as specifications or the delivery schedule, will be rejected as nonresponsive. Proposals submitted which do not meet the requirements regarding responsibility will also be rejected.

   When rejecting a proposal, Mountain-Valley EMS Agency will notify each unsuccessful responder that the proposal has been rejected.

2. A proposal will not be rejected when it contains a minor irregularity, or when a defect or variation is immaterial or inconsequential.

   A minor irregularity means a defect or variation which is merely a matter of form and not of substance, such as:
   a. Failure of the responder to return the required number of copies of signed proposals.
   b. Apparent clerical errors.

3. Immaterial or inconsequential means that the defect or variation is insignificant as to price, quantity, quality, or delivery when contrasted with the total costs or scope of the services being procured.

4. Mountain-Valley EMS Agency will give the responder an opportunity to cure any deficiency resulting from a minor informality or irregularity in a proposal, or waive such deficiency, whichever is to the advantage of Mountain-Valley EMS Agency.
VIII. AWARD OF CONTRACT

The contract(s) will be in accordance with the criteria previously delineated in this document, and comply with relevant local policies governing contracting.

When Mountain-Valley EMS Agency has completed their evaluation of proposals and has made a recommendation for award, all responders will be notified of this decision, as well as the date and time of any public hearing on the proposed contract.
IX. CONTRACT PERIODS

Contracts will be reviewed annually, at which time they could be renegotiated if this option is included in the contract. A contract may be renewed without rebidding.
X. PROTESTS

Mountain-Valley EMS Agency will consider any protest or objection regarding the award of a contract, provided it is filed within the time period established in the RFP.

Written confirmation of all protests shall be requested from the protesting parties. The protesting party will be notified in writing of Mountain-Valley EMS Agency’s decision on the protest. The notification will explain the basis for the decision.
Appendix

a. RFP Application
b. Disaster Control Facility Designation Policy
c. Draft Contract for Disaster Control Facility Designation
d. Disaster Control Facility Service Areas Map
RFP
Application
<table>
<thead>
<tr>
<th></th>
<th>Business name and legal business status (i.e., partnership, corporation, etc.) of the prospective contractor:</th>
</tr>
</thead>
<tbody>
<tr>
<td>b.</td>
<td>Number of years the prospective contractor has been in business under the present Business name, as well as related prior business names:</td>
</tr>
<tr>
<td>c.</td>
<td>Number of years of experience the prospective contractor has had in providing the required services.</td>
</tr>
<tr>
<td>d.</td>
<td>Evidence of at least one contract completed during the last five (5) years showing year, type of services, dollar amount of services provided, location, and contracting agency.</td>
</tr>
<tr>
<td>e.</td>
<td>Details of any failure or refusals to complete a contract.</td>
</tr>
<tr>
<td>f.</td>
<td>Whether the responder holds a controlling interest in any other organization, or is owned or controlled by any other organization.</td>
</tr>
</tbody>
</table>
g. Financial interests in any other related business:

h. Names of persons with whom the prospective contractor has been associated in business as partners or business associates in the last five (5) years:

i. Explanation of any litigation involving the prospective contractor or any principal officers thereof, in connection with any contract for similar services:

j. An explanation of experience in the service to be provided, or similar experience of principal individuals of the prospective contractor's present organization:
k. A list of major equipment to be used for the direct provision of services:

- VHF (H.E.A.R. System) radio
- UHF Med-Net radio
- Auxiliary Radio antenna and outlet
- Dedicated paramedic telephone line
- Blast Conference Telephone Capability
- Recording devices for DCF radios and dedicated telephones
- Facsimile machine with group faxing capability
- Other _________________

l. A list of commitments, and potential commitments which may impact assets, lines of credit, guarantor letters, or otherwise affect the responder’s ability to perform the contract:

m. Business or professional licenses or certificates required by the nature of the contract work to be performed and held by the responder:

n. Timeline, place and method of service delivery:

o. Other pertinent information
The responding agency agrees to:

a. Provide Mountain-Valley EMS Agency with any other information determined to be necessary for an accurate determination of the prospective contractor's qualifications to perform services.

b. The right of Mountain-Valley EMS Agency to audit the prospective contractor's pertinent records.

c. Conform to all applicable provisions of local, state and federal laws and regulations.

This proposal shall remain in effect for not less than 60 days from the date of the signature below.

This shall constitute a warranty, the falsity of which shall entitle Mountain-Valley EMS Agency to pursue any remedy authorized by law, which shall include the right, at the option of Mountain-Valley EMS Agency, of declaring any contract made as a result thereof to be void.

Name of Applicant (Please Print)  

Title

Signature of Applicant  

Date
Manual 2, Enclosure D

HOSPITAL DIRECTORY
## ENCLOSURE D
### REGION IV
### HOSPITAL/FACILITY DIRECTORY

### LISTED BY COUNTY

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<td>CISM Team Only</td>
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<td>CF - Control facility</td>
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<td>H - Heliport</td>
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<tr>
<td>CF - Control facility</td>
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<td>H - Heliport</td>
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REGION IV MULTI-CASUALTY INCIDENT PLAN

Revised 1/98

Manual 2, Enclosure D
<table>
<thead>
<tr>
<th><strong>PLACER COUNTY</strong></th>
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<tbody>
<tr>
<td>Sutter Auburn Faith Hospital</td>
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<tr>
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<td>NS - NeuroSurg</td>
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<td>Mercy Hospital of Folsom</td>
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<td>RD - Radiation Decontamination</td>
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<tr>
<td>PU - Pediatric Intensive Care</td>
<td>CF - Control facility</td>
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<td></td>
<td>H - Heliport</td>
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<tr>
<td></td>
<td>HM - Haz Mat Decontamination</td>
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<tr>
<td></td>
<td>NS - NeuroSurg</td>
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<td></td>
<td>NU - Neonatal Intensive Care</td>
</tr>
<tr>
<td></td>
<td>PU - Pediatric Intensive Care</td>
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<tr>
<td></td>
<td>RD - Radiation Decontamination</td>
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<tr>
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**REGION IV MULTI-CASUALTY INCIDENT PLAN**

Revised 1/98
Manual 2, Enclosure D
<table>
<thead>
<tr>
<th><strong>SAN JOAQUIN COUNTY</strong></th>
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<tbody>
<tr>
<td><strong>Dameron Hospital</strong></td>
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<td>HM - Haz Mat Decontamination</td>
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<td><strong>Lodi Memorial Hospital</strong></td>
<td><strong>Saint Dominic's Hospital</strong></td>
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<td>Emergency Number: 209-825-3695</td>
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<td>HM - Haz Mat Decontamination</td>
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<td><strong>Saint Joseph's Medical Center</strong></td>
<td><strong>San Joaquin General Hospital</strong></td>
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<td>CF - Control Facility</td>
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<td>H - Heliport</td>
<td>RCF - Regional Control Facility</td>
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<tr>
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<td>NS - NeuroSurg</td>
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<td>NU - Neonatal Intensive Care</td>
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<td><strong>Sutter Tracy Community Hospital</strong></td>
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<td>Emergency Number: 209-835-8539</td>
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<td>Business Number: 209-835-1500 Ext ED</td>
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<tr>
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<td>NS - NeuroSurg</td>
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<td>PU - Pediatric Intensive Care</td>
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<tr>
<td><strong>Emmanuel Medical Center</strong></td>
<td><strong>Memorial Medical Center</strong></td>
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<td>CF - Control Facility</td>
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<td>NS - NeuroSurg</td>
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<td><strong>Oak Valley Hospital</strong></td>
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## TUOLUMNE COUNTY

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<td>Tuolumne General Hospital</td>
<td>209-532-8565</td>
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**ACF - Control Facility**

## YOLO COUNTY

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<tr>
<td>Woodland Memorial Hospital</td>
<td>530-662-3961</td>
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**ACF - Area Control Facility**

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REGION IV MULTI-CASUALTY INCIDENT PLAN

Revised 1/98
Manual 2, Enclosure D
DIRECTORY OF HOSPITALS/FACILITIES

LISTED BY SPECIALTY

A listing of Area Hospitals' specialties will be included as follows:

<table>
<thead>
<tr>
<th>RU</th>
<th>Burn Unit</th>
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</thead>
<tbody>
<tr>
<td>County of Sacramento:</td>
<td>County of San Joaquin:</td>
</tr>
<tr>
<td>- U.C. Davis Medical Center</td>
<td>- Dameron Hospital</td>
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<td>- Sutter Memorial Hospital</td>
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<td>- Sutter Amador Hospital</td>
<td>- Mark Twain Hospital</td>
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<td>County of El Dorado:</td>
<td>County of Nevada:</td>
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<tr>
<td>- Barton Memorial Hospital</td>
<td>- Sierra Nevada Memorial Hospital</td>
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<tr>
<td>- Marshall Hospital</td>
<td>- Tahoe Forest Hospital</td>
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<tr>
<td>County of Placer:</td>
<td>County of Sacramento:</td>
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<tr>
<td>- Sutter Auburn Faith Hospital</td>
<td>- U.C. Davis Medical Center</td>
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<tr>
<td>- Sutter Roseville Medical Center</td>
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<tr>
<td>- San Joaquin General Hospital</td>
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<td>- Sutter Roseville Medical Center</td>
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<tr>
<td>Valley Counties:</td>
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<tr>
<td>- Woodland Memorial Hospital</td>
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<tr>
<td>Region</td>
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<tr>
<td>- Lodi Memorial Hospital,</td>
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<tr>
<td>- St. Dominic's Hospital</td>
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<tr>
<td>- San Joaquin General Hospital</td>
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<tr>
<td>- St. Joseph's Hospital</td>
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<td>County of Stanislaus</td>
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<tr>
<td>- Doctor's Medical Center</td>
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<td>- Sutter Memorial Hospital</td>
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<td>- U.C. Davis Medical Center</td>
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<th>Radiation Decontamination</th>
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<tbody>
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**ACRONYM TABLE**

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<tr>
<td>BU</td>
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<td>CF</td>
<td>Control Facility</td>
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<td>Heliport</td>
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